TOPS Agency Cheat Sheet

| Agency Requisition | | | | | |
|--|---|---|---|--|---|
| requisition | on Status Codes | <u>Agency</u> AADR | Sub Agency Address Table | <u>Approvals</u> PAPI | User Approval Index |
| 100 | Initialize Requisition | ABUY | Agency Buyer Table | PAPS | Document Approval Status Inq. |
| 104 | Automatically Reprocured | ADET | Agency Purchase Detail | PAPV | User Approval Detail |
| 105 | Ready for Further Processing | AGCY | Agency Header Table | 1711 4 | Osci Appiovai Detaii |
| 109 | Please Reconsider Approval | AGNM | Agency by Name | Requisitions | |
| | | | | | |
| 111 | Awaiting Complete Approval Disapproved/Comments of PAPV | AHST | Agency History Table | RABC | Req. by Agcy and Buyer Code |
| 112 | 11 | ASDT | Agency Special Delivery Text | RACG | Req. Accounting Distribution |
| 140 | Print Requisition on-line | ASD2 | Agency Special Delivery Text 2 | RANO | Requisition by Agency |
| 149 | Pre-Purchasing Approvals Complete | ASNM | Sub-Agency by Name | RARN | Req. by Agency Req. Number |
| 150 | Final Approval | ASUM | Agency Purchase Summary | RAST | Req. by Agency & Status Code |
| 163 | Returned - For Rework | AGRP | Agency Addresses by group | RCPY | Requisition Copy |
| 196 | Cancelled - Management | | | RLI2 | Requisition Line Table 2 |
| 197 | Cancelled - User | Basic | | RLIM | Requisition Line Entry (Multiple) |
| 198 | Cancel - Program Malfunction | BTAB | Tables Table | RNTE | Requisition Notes Table |
| 199 | Cancel - Fiscal Yr. End - RCAN | | | RPCM | Req. Product Comparison Matrix |
| 200 | Ready for Pur Agent Supervisor | Commodities | | RPRF | Req. Product Comp. Matrix 2 |
| | , , , | CAWD | Awarded Contracts Table 1 | RQS4 | Requisition Header Table 4 |
| Purchase | Order Status Codes | CAW2 | Awarded Contracts Table 2 | RQS5 | Requisition Header Table 5 |
| 400 | Initialize Order Record | CDES | Commodities by Description | RQS6 | Suggested Vendors Table |
| 402 | Buyer Review | CITM | Commodities by Item Table | RTXL | Req. by Text Line Change |
| 405 | Ready for Further Processing | CKWI | Commodity by Key Word Index | RTXT | Req. Text Key Ranges |
| 406 | | | | KIAI | Req. Text Rey Ranges |
| | Awaiting Complete Approvals | COMM | Commodity Header Table | | |
| 409 | Please Reconsider Approval | COM2 | Commodity Header Table 2 | Q-12-24 41 | |
| 412 | Suspense - See Notes on PAPV | COM3 | Commodity Header Table 3 | Solicitations | |
| 439 | Encumber Funds - on-line | CPCM | Comm. Product Comparison | SBOS | Sol. by Bid Opening Date |
| 444 | Funds Available STARS Updates | CPRF | Comm. Prod. Comparison Ref. | SDOC | Solicitation Header Table 1 |
| 449 | Order Approvals Complete | CSPC | Commodity Description Table | SRQN | Sol. Requisition Number Table |
| 450 | Print Order (O/N) | CSVM | Supplying Vendor Table 1 | SVEN | Sol. Vendor Table 1 |
| 451 | Order Printed | CVDR | Comm. by Supplying Vendor | | |
| 452 | Order Print Failed | CSV2 | Status of Vendor for Comm. | Text | |
| 455 | Process Order With out Print | | | TEXT | Text Header Table |
| 456 | Order Processed W/O Print | History | | TTCD | Text by Text Type Table |
| 465 | Print On-line | HDET | History Detail Table | TXLN | Text Line Table |
| 480 | Order Closed | HIST | History Header Table | | |
| 493 | Cancelled - OFST Order Only | 11101 | Install Itelater Table | Vendor | |
| 495 | Cancelled - Fiscal Year End - RCAN | Contract | | VADR | Vendor Address Table |
| 496 | Cancelled - Management | KANO | Contracts by Accord Number | VADR | Vendor Address Table Vendor Award History Table 1 |
| 498 | CNO Cancellation | | Contracts by Agency Number | VAWD | |
| | | KDTE | Contract Re-Procurement Data | | Vendor Bid History Table 1 |
| 499 | Cancelled by Unaward (CNX-CNL) | KNOA | Contract Notice of Award | VBI2 | Vendor Bid History Table 2 |
| | | KNTE | Contract Notes Table | VCOM | Vendor Complaint Table 1 |
| | Invoice and Payment Status Codes | KONT | Contract Header Table | VCO2 | Vendor Complaint Table 2 |
| 600 | Initialize Record | KON3 | Contract Header Table 3 | VCO3 | Vendor Complaint Table 3 |
| 620 | Line Records Built | KRNO | Contracts by Requisition No. | VCTX | Vendor Complaint Text |
| 625 | Line Records Deleted & Posted | KSWC | Statewide Contract Table | VEND | Vendor Header Table 1 |
| 630 | Builds OINV & OILN Screens | KTLE | Contract by Title | VEN2 | Vendor Header Table 2 |
| 696 | Cancelled - Management | KVNO | Contracts by Vendor Number | VNAM | Vendor by Name Table |
| | | KLIN | Comm by Contract | VNDR | Vendor/Header and Address |
| Purchasir | ng Initiated | KLI2 | Contract number and Line number | VRGI | Vendor Registration Inquiry |
| 202 | Buyer Review | KVTX | Optional specs for KLI2 | | |
| | | | 1 1 | | |
| 249 | Requisition Approvals Complete | | | | |
| 249 | Requisition Approvals Complete Cancelled - Management | | ers | TOPS FUNC | CTIONS |
| 249 296 | Cancelled - Management | Purchase Ord | | TOPS FUNC | |
| 249 296 297 | Cancelled - Management Cancelled - User | Purchase Ord | Order by Agcy No./Buyer Code | CLEAR | Prepares for adding record |
| 249 296 | Cancelled - Management | Purchase Ord OABC OACG | Order by Agcy No./Buyer Code Order Accounting Distribution | CLEAR ADD | Prepares for adding record Inserts a record |
| 249 296 297 298/299 | Cancelled - Management Cancelled - User Cancelled-Other | Purchase Ord OABC OACG OACY | Order by Agcy No./Buyer Code Order Accounting Distribution Orders by Req. Agcy Number | CLEAR ADD INQUIRE | Prepares for adding record Inserts a record Searches for record |
| 249 296 297 298/299 Solicitation | Cancelled - Management Cancelled - User Cancelled-Other on Status Codes | Purchase Ord OABC OACG OACY OANO | Order by Agcy No./Buyer Code Order Accounting Distribution Orders by Req. Agcy Number Order by Agency Number | CLEAR ADD INQUIRE DELETE | Prepares for adding record Inserts a record Searches for record Removes a record |
| 249 296 297 298/299 Solicitatio 302 | Cancelled - Management Cancelled - User Cancelled-Other on Status Codes Buyer Review | Purchase Ord OABC OACG OACY OANO OARN | Order by Agcy No./Buyer Code Order Accounting Distribution Orders by Req. Agcy Number Order by Agency Number Order by Agency Req. Number | CLEAR ADD INQUIRE DELETE CHANGE | Prepares for adding record Inserts a record Searches for record Removes a record Modify an existing record |
| 249 296 297 298/299 Solicitatio 302 303 | Cancelled - Management Cancelled - User Cancelled-Other on Status Codes Buyer Review Req Attached to Solicitation | Purchase Ord OABC OACG OACY OANO OARN OAVN | Order by Agcy No./Buyer Code Order Accounting Distribution Orders by Req. Agcy Number Order by Agency Number Order by Agency Req. Number Orders by Req. Agcy and Vend | CLEAR ADD INQUIRE DELETE | Prepares for adding record Inserts a record Searches for record Removes a record |
| 249 296 297 298/299 Solicitatio 302 303 305 | Cancelled - Management Cancelled - User Cancelled-Other on Status Codes Buyer Review Req Attached to Solicitation Rebid Solicitation | Purchase Ord OABC OACG OACY OANO OARN OAVN OBST | Order by Agcy No./Buyer Code Order Accounting Distribution Orders by Req. Agcy Number Order by Agency Number Order by Agency Req. Number Orders by Req. Agcy and Vend Orders by Pur. Agcy, Buyer # | CLEAR ADD INQUIRE DELETE CHANGE | Prepares for adding record Inserts a record Searches for record Removes a record Modify an existing record |
| 249 296 297 298/299 Solicitatio 302 303 305 309 | Cancelled - Management Cancelled - User Cancelled-Other on Status Codes Buyer Review Req Attached to Solicitation Rebid Solicitation Reconsider Stage 2 Approvals | Purchase Ord OABC OACG OACY OANO OARN OAVN OBST OCHG | Order by Agcy No./Buyer Code Order Accounting Distribution Orders by Req. Agcy Number Order by Agency Number Order by Agency Req. Number Orders by Req. Agcy and Vend Orders by Pur. Agcy, Buyer # Order Change Table | CLEAR ADD INQUIRE DELETE CHANGE | Prepares for adding record Inserts a record Searches for record Removes a record Modify an existing record |
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| 249 296 297 298/299 Solicitatio 302 303 305 309 312 351 | Cancelled - Management Cancelled - User Cancelled-Other on Status Codes Buyer Review Req Attached to Solicitation Rebid Solicitation Reconsider Stage 2 Approvals Sol Disapproved - Stage 2 App Draft Sol/Amend Printed | Purchase Ord OABC OACG OACY OANO OARN OAVN OBST OCHG OCTX OCPY | Order by Agcy No./Buyer Code Order Accounting Distribution Orders by Req. Agcy Number Order by Agency Number Order by Agency Req. Number Orders by Req. Agcy and Vend Orders by Pur. Agcy, Buyer # Order Change Table Order Change Text Order Copy | CLEAR ADD INQUIRE DELETE CHANGE GET | Prepares for adding record Inserts a record Searches for record Removes a record Modify an existing record Finds specific record and text |
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| 249 296 297 298/299 Solicitatio 302 303 305 309 312 351 361 365 | Cancelled - Management Cancelled - User Cancelled-Other on Status Codes Buyer Review Req Attached to Solicitation Rebid Solicitation Reconsider Stage 2 Approvals Sol Disapproved - Stage 2 App Draft Sol/Amend Printed Final Sol/Amend Printed Record Bids | Purchase Ord OABC OACG OACY OANO OARN OAVN OBST OCHG OCTX OCPY OFCR | Order by Agcy No./Buyer Code Order Accounting Distribution Orders by Req. Agcy Number Order by Agency Number Order by Agency Req. Number Orders by Req. Agcy and Vend Orders by Pur. Agcy, Buyer # Order Change Table Order Change Text Order Copy Contract Release Order Local Order Table | CLEAR ADD INQUIRE DELETE CHANGE GET TOPS DATA Reference Agency (A) | Prepares for adding record Inserts a record Searches for record Removes a record Modify an existing record Finds specific record and text ABASES Processing Requisition (R) Solicitation (S) |
| 249 296 297 298/299 Solicitatic 302 303 305 309 312 351 361 365 376 | Cancelled - Management Cancelled - User Cancelled-Other on Status Codes Buyer Review Req Attached to Solicitation Rebid Solicitation Reconsider Stage 2 Approvals Sol Disapproved - Stage 2 App Draft Sol/Amend Printed Final Sol/Amend Printed Record Bids Bid Tabulation Printed | Purchase Ord OABC OACG OACY OANO OARN OAVN OBST OCHG OCTX OCPY OFCR OFST | Order by Agcy No./Buyer Code Order Accounting Distribution Orders by Req. Agcy Number Order by Agency Number Order by Agency Req. Number Orders by Req. Agcy and Vend Orders by Pur. Agcy, Buyer # Order Change Table Order Change Text Order Copy Contract Release Order Local Order Table Order Invoice Line Table | CLEAR ADD INQUIRE DELETE CHANGE GET TOPS DATA Reference Agency (A) Basic (B) | Prepares for adding record Inserts a record Searches for record Removes a record Modify an existing record Finds specific record and text ABASES Processing Requisition (R) Solicitation (S) |
| 249 296 297 298/299 Solicitatio 302 303 305 309 312 351 361 365 376 381 386 | Cancelled - Management Cancelled - User Cancelled-Other On Status Codes Buyer Review Req Attached to Solicitation Rebid Solicitation Reconsider Stage 2 Approvals Sol Disapproved - Stage 2 App Draft Sol/Amend Printed Final Sol/Amend Printed Record Bids Bid Tabulation Printed Partial Award Successful Final Award Successful | Purchase Ord OABC OACG OACY OANO OARN OAVN OBST OCHG OCTX OCPY OFCR OFST OILN OINV OLIN | Order by Agcy No./Buyer Code Order Accounting Distribution Orders by Req. Agcy Number Order by Agency Number Order by Agency Req. Number Orders by Req. Agcy and Vend Orders by Pur. Agcy, Buyer # Order Change Table Order Change Text Order Copy Contract Release Order Local Order Table Order Invoice Line Table Order Invoice Table Order Line Number Table Order Line Number Table | CLEAR ADD INQUIRE DELETE CHANGE GET TOPS DATE Reference Agency (A) Basic (B) Commodity (Text (T) | Prepares for adding record Inserts a record Searches for record Removes a record Modify an existing record Finds specific record and text ABASES Processing Requisition (R) Solicitation (S) (C) Order (O) Contract (K) |
| 249 296 297 298/299 Solicitatio 302 303 305 309 312 351 361 365 376 381 386 395 | Cancelled - Management Cancelled - User Cancelled-Other on Status Codes Buyer Review Req Attached to Solicitation Rebid Solicitation Reconsider Stage 2 Approvals Sol Disapproved - Stage 2 App Draft Sol/Amend Printed Final Sol/Amend Printed Record Bids Bid Tabulation Printed Partial Award Successful Final Award Successful Cancelled - Fiscal Year End - RCAN | Purchase Ord OABC OACG OACY OANO OARN OAVN OBST OCHG OCTX OCPY OFCR OFST OILN OINV OLIN OLI3 | Order by Agcy No./Buyer Code Order Accounting Distribution Orders by Req. Agcy Number Order by Agency Number Order by Agency Req. Number Orders by Req. Agcy and Vend Orders by Pur. Agcy, Buyer # Order Change Table Order Change Text Order Copy Contract Release Order Local Order Table Order Invoice Line Table Order Invoice Table Order Invoice Table Order Line Number Table 1 Order Line Number Table 3 | CLEAR ADD INQUIRE DELETE CHANGE GET TOPS DATA Reference Agency (A) Basic (B) Commodity (| Prepares for adding record Inserts a record Searches for record Removes a record Modify an existing record Finds specific record and text ABASES Processing Requisition (R) Solicitation (S) (C) Order (O) Contract (K) Approvals (P) |
| 249 296 297 298/299 Solicitatio 302 303 305 309 312 351 361 365 376 381 386 395 396 | Cancelled - Management Cancelled - User Cancelled-Other On Status Codes Buyer Review Req Attached to Solicitation Rebid Solicitation Reconsider Stage 2 Approvals Sol Disapproved - Stage 2 App Draft Sol/Amend Printed Final Sol/Amend Printed Record Bids Bid Tabulation Printed Partial Award Successful Final Award Successful Cancelled - Fiscal Year End - RCAN Cancelled - Management | Purchase Ord OABC OACG OACY OANO OARN OAVN OBST OCHG OCTX OCPY OFCR OFST OILN OINV OLIN OLI3 OL14 | Order by Agcy No./Buyer Code Order Accounting Distribution Orders by Req. Agcy Number Order by Agency Number Order by Agency Req. Number Orders by Req. Agcy and Vend Orders by Pur. Agcy, Buyer # Order Change Table Order Change Text Order Copy Contract Release Order Local Order Table Order Invoice Line Table Order Invoice Table Order Line Number Table 1 Order Line Number Table 3 Order Line Number Table 4 | CLEAR ADD INQUIRE DELETE CHANGE GET TOPS DATE Reference Agency (A) Basic (B) Commodity (Text (T) | Prepares for adding record Inserts a record Searches for record Removes a record Modify an existing record Finds specific record and text ABASES Processing Requisition (R) Solicitation (S) (C) Order (O) Contract (K) |
| 249 296 297 298/299 Solicitation 302 303 305 309 312 351 361 365 376 381 386 395 396 397 | Cancelled - Management Cancelled - User Cancelled - User Cancelled-Other on Status Codes Buyer Review Req Attached to Solicitation Rebid Solicitation Reconsider Stage 2 Approvals Sol Disapproved - Stage 2 App Draft Sol/Amend Printed Final Sol/Amend Printed Record Bids Bid Tabulation Printed Partial Award Successful Final Award Successful Final Award Successful Cancelled - Fiscal Year End - RCAN Cancelled - Management Cancelled - User | Purchase Ord OABC OACG OACY OANO OARN OAVN OBST OCHG OCTX OCPY OFCR OFST OILN OINV OLIN OLI3 OLI4 OMOD | Order by Agcy No./Buyer Code Order Accounting Distribution Orders by Req. Agcy Number Order by Agency Number Order by Agency Req. Number Orders by Req. Agcy and Vend Orders by Pur. Agcy, Buyer # Order Change Table Order Change Text Order Copy Contract Release Order Local Order Table Order Invoice Line Table Order Line Number Table 1 Order Line Number Table 3 Order Line Number Table 4 Order Comm. Desc. Change | CLEAR ADD INQUIRE DELETE CHANGE GET TOPS DATE Reference Agency (A) Basic (B) Commodity (Text (T) | Prepares for adding record Inserts a record Searches for record Removes a record Modify an existing record Finds specific record and text ABASES Processing Requisition (R) Solicitation (S) (C) Order (O) Contract (K) Approvals (P) |
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| 249 296 297 298/299 Solicitation 302 303 305 309 312 351 361 365 376 381 386 395 396 397 398 399 | Cancelled - Management Cancelled - User Cancelled-Other on Status Codes Buyer Review Req Attached to Solicitation Rebid Solicitation Reconsider Stage 2 Approvals Sol Disapproved - Stage 2 App Draft Sol/Amend Printed Final Sol/Amend Printed Record Bids Bid Tabulation Printed Partial Award Successful Final Award Successful Cancelled - Fiscal Year End - RCAN Cancelled - Management Cancelled - User Cancelled - Other Cancelled | Purchase Ord OABC OACG OACY OANO OARN OAVN OBST OCHG OCTX OCPY OFCR OFST OILN OINV OLIN OLI3 OLI4 OMOD ONTE OPAY OQTY | Order by Agcy No./Buyer Code Order Accounting Distribution Orders by Req. Agcy Number Order by Agency Number Order by Agency Req. Number Orders by Req. Agcy and Vend Orders by Pur. Agcy, Buyer # Order Change Table Order Change Text Order Copy Contract Release Order Local Order Table Order Invoice Line Table Order Invoice Table Order Line Number Table 1 Order Line Number Table 3 Order Line Number Table 4 Order Comm. Desc. Change Order Notes Table Document Match Table Order Quantity Table | CLEAR ADD INQUIRE DELETE CHANGE GET TOPS DATE Reference Agency (A) Basic (B) Commodity (Text (T) | Prepares for adding record Inserts a record Searches for record Removes a record Modify an existing record Finds specific record and text ABASES Processing Requisition (R) Solicitation (S) (C) Order (O) Contract (K) Approvals (P) |
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